

Preschool Teacher Aide (1PT position)

SUMMARY: Provide direct supervision and instruction to children in the CLC Preschool program. Assist in developing and implement daily lessons and activities. Work as a team with the other staff members.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- ✚ Assist in directing and supervising the daily activities of all children enrolled in program site.
- ✚ Assist in the general operations of program as directed by the Assistant Director.
- ✚ Assist in planning, implementing and participating in developmentally appropriate activities, lesson plans, special events, and field trips within state and NAEYC accreditation standards.
- ✚ Participate in all activities with children and other staff.
- ✚ Assist in the documentation and maintenance of up-to-date records of attendance, accidents, and incidents related to the operation of the program.
- ✚ Assist in observing and document to help in assessing the children' progress.
- ✚ Ensures safety of all children.
- ✚ Communicate effectively with parents in coordination with the Assistant Director.
- ✚ Be a positive representative of the Community Learning Center.
- ✚ Attend and participate in all staff meetings and trainings.
- ✚ Assist in maintenance and wise use of program supplies, including snacks, materials, and equipment.
- ✚ Assist in the cleaning and maintenance of a safe, stimulating, attractive environment.
- ✚ Appropriately handle all emergency situations
- ✚ As required by Michigan Law, report any suspected incidence of child abuse or neglect to CPS and the Director.
- ✚ Assist in ensuring that all programs meet or exceed all state licensing regulations and guidelines.
- ✚ Participate in other activities directly related to the program as directed by the Assistant Director or the Executive Director.
- ✚ Clock in and out every day, fill out time adjustment sheets as needed and turn in weekly.
- ✚ Know and be familiar with Comstock Community Centers and Community Learning Center's policies and procedures.
- ✚ Complete 24 clock hours of approved training within the licensing year.
- ✚ Housekeeping related to all of areas connected to the classroom use.
- ✚ Keep Asst. Director apprised of communication with parents.
- ✚ Other related duties as assigned.

The Candidate will work Monday - Friday w/variable hours in the afternoons and will close. If you are interested in any of these positions, please submit your cover and resume to Human Resources via email at hr@comstockcc.com or fax to 269-492-0909.